

ABSTRACT

A system and method for managing the procedure of an office work is capable of saving an individual or a corporation the trouble of managing the procedure of the office work and performing a reasonable and reliable procedure of the office work by collectively managing a submit period of documents and an answer to an administrative organ.

A period managing system includes at least a management condition creating unit 1, a management information storing unit 2, a management condition determining unit 3, and a management condition storing unit 4. The period managing system is operated on the basis of period management information stored in the management condition storing unit. The system for managing the procedure of the office work performs document exchange between the client and the administrative organ by exchanging the document with the client and/or the administrative organ while managing the period by the period managing system, thereby managing the procedure of the office work.